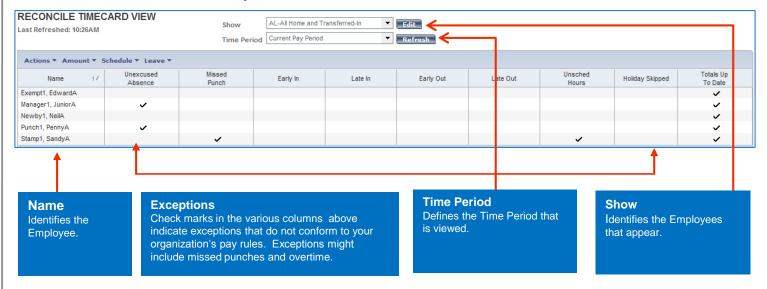
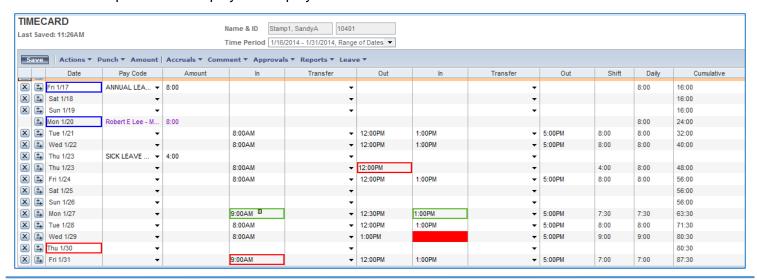
Reconcile Timecard and Exceptions - Managers



Reconcile Timecard and Exceptions Overview



- 1 Select Reconcile Timecard from the Related Items pane.
- From the **Show** list, select **All Home** or the option that contains the employee view desired.
- Change the **Time Period** field to **Current Pay Period**. Select the **Refresh** Button. A list of employees displays. Any black check marks within the columns, such as Unexcused Absence, Missed Punch, etc., indicate an exception and need to be reviewed by the manager on a daily basis.
- Select one or more employees by holding the **Ctrl key** and clicking each employee's name. Select the **Timecard** quick link to display the employees timecard.



Colors enable exceptions to be easily recognized on the timecard. By holding the mouse over the exception, the reason the timecard was flagged appears, such as "Early Out". The following indicators are typical exceptions:

Purple text	Information generated from the system.
Solid red box	Indicates a missed In or Out punch.
Green border around a cell	Indicates missing time that a manager has justified and marked as reviewed.
Green border around a date	Indicates an absence that a manager has justified and marked as reviewed.
Red border around a cell	Indicates an exception such as a late punch. Move the mouse over the cell for more information.
Blue border around a date	Indicates an excused absence, such as a holiday.
A small orange and yellow note icon	Indicates a comment was added. Click the cell, then the Comments Tab to view the comment.

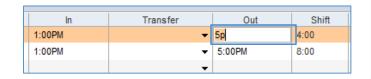
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Reconcile Timecard and Exceptions - Managers



Adding Missed Punches

- 1 Click the cell containing the exception.
- 2 Enter the appropriate punch (In, Out, In/Out)
- 3 Click Save.



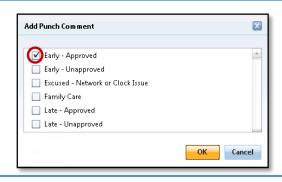
Marking Exceptions as Reviewed

- 1 Right-click the cell containing the exception.
- 2 Click Mark as Reviewed.
- 3 Click Save.

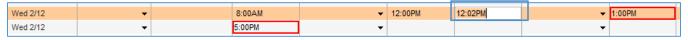


Adding Comments

- 1 Right-click the cell containing the exception.
- 2 Click Add Comment.
- In the Add Punch Comment dialog box, select one or more comments from the list.
- 4 Click OK.
- 5 Click Save.



Deleting Punches



- Select the duplicate punch.
- 2 Press the **Delete** key on your keyboard.
- 3 Click Save.

Note: It is a good idea to attach a **Multiple Punches** comment to the duplicate punch before deleting it so that the reason for the deletion will be logged in the Audit trail.

Timecard Approval

Managers should review each exception daily prior to the end of each pay period. Once this process is complete, the manager should approve each timecard.

- 1 Click Approvals.
- 2 Click Approve.



Adding Non-Worked Time

- 1 Click the Pay Code drop down.
- 2 Select the appropriate pay code from the **Pay Code** drop-down list.
- In the **Amount** field, enter the number of hours using an acceptable format.
- 4 Click Save.

